

June 2021

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## ASET

The Work Based and Placement Learning Association

The Burton Street Foundation

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## ASET Conference 2021

7-8 September ONLINE

#ASET21

**'New Skills for a New World'**

2021 ASET Conference  
7-8 September  
[BOOK ONLINE HERE](#)

The 2021 ASET Conference will take place online via Zoom, over two days; Tuesday 7<sup>th</sup> and Wednesday 8<sup>th</sup> September. The theme for this year's event is **'New Skills for a New World'**, and we are looking forward to welcoming you to:

- reflect on all we have learnt in the last year
- share triumphs and challenges
- highlight new ways of working
- determine ways to evaluate our practice
- and above all join together as a community to look to the year ahead with determination, and a wealth of new skills and tools

Conference will feature a discussion panel, speakers, and a wide range of presentations from practitioners and researchers working in the area of Work based and Placement Learning. There will be plenty of opportunity for meeting and networking too. Keep an eye on our [website](#) for updates.

## CALL for CONTRIBUTIONS

We are really pleased to be able to continue to offer you opportunities to showcase the work you do and this year we are inviting contributions for presentation under 3 categories:

## ASET e-Bulletin

### 1. Practitioner Solutions to Student Engagement during the Pandemic

This has been an extraordinary year, and one that has stretched us all to the limit to provide support to our students. As we look forward to better times, we want to ensure that new and innovative ways to engage and develop students in the areas of work based and placement learning are highlighted. We therefore invite you to share your 'creations', it doesn't matter how large or how small. This is your platform to showcase the excellent work you do.

You may wish to consider:

- BAME Student Engagement
- New approaches to Placement Support
- Embedding Projects
- Engaging ways of enhancing skills

We're looking for examples that have worked well, but recognise the deepest learning often comes when things do not happen as expected. You are invited to present your engagement at Conference in the form of a **20 minute presentation**, plus a **1 minute video** created by the students who have benefitted.

### 2. Innovation and Development of Digital Skills

This year has seen a significant increase in the number and range of digital approaches. This call is seeking examples of the innovative digital approaches you have taken to placements and work based learning during the pandemic.

You may wish to consider:

- New ways of working
- Digital placements
- Digital internships
- Innovations to enhance digital skills

You are invited to present your innovations at Conference in the form of a **15 minute presentation**.

### 3. Research Showcase – live or pre-recorded

An opportunity to share your research under any Placement, Work based learning, or Employability related topic.

#### 3 slides and 5 minutes

Sharing your research needn't be daunting. Using 3 slides, you have 5 minutes to take us on a fast-paced, informative and entertaining journey through your recent research. You are invited to submit to **take part live**, or to **pre-record** your Research Showcase and take part in the Q&A afterwards. Why not take the plunge and share your work with colleagues in the ASET Community?

To take part as a presenter you can submit an abstract, using the [2021 Conference Submission form](#) and send as a Word document to [aset@asetonline.org](mailto:aset@asetonline.org) by 5pm 9th July 2021.

## ASET e-Bulletin

### Fees and Booking

Booking is now open and you can reserve your place for conference via our [online booking](#) system. This year we have a flexible pricing offer to enable more of your team to attend over the two days:

#### ASET MEMBERS

Full conference - up to 6 delegates : £1000  
Full conference - 3 delegates : £600  
Full conference - 2 delegates : £500  
Full conference - 1 delegate : £350  
Day rate : £195

2021 ASET Conference  
7-8 September  
[BOOK ONLINE HERE](#)

### ASET AGM

A message to all our members from ASET Chair **Francesca Walker-Martin**

It is that time of year to share our official notification of the **ASET Annual General Meeting**, which will be held as part of the 2021 ASET Conference #ASET21 on 7<sup>th</sup> September 11am. The AGM is your opportunity to hear about the work of ASET during the year, to receive the formal report on the accounts and to engage with the process of electing the Board of Trustees. The Trustees work to govern, guide and carry out the goals of the organisation acting both as Directors and **Trustees**, as ASET is a charity.

#### Get Involved

If you would like to get involved

- Send in your nomination - remembering you must first belong to a member institution. Your nomination must be seconded by someone from a different member institution. Individuals can only second one other person
- Nominations should include a *biography/manifesto of no more than 200 words* to demonstrate your engagement in the work based and placement learning sector and illustrate what you hope to bring to ASET
- Nominations and confirmations of seconding support must be made by email to [aset@asetonline.org](mailto:aset@asetonline.org) with the phrase: **AGM 2021 Nomination** in the subject line of the email. The nomination and the seconding support can come in separate emails and must reach the ASET Office by Thursday 5<sup>th</sup> August 5pm

#### Have your say

Members may request an agenda item or call a motion, and must either attend the AGM to speak to their item or submit in writing ahead of time. If you would like to table a motion or an agenda item, please email to [aset@asetonline.org](mailto:aset@asetonline.org) with the phrase: **AGM 2021 Motion, Agenda Item**, in the subject line of the email, by Thursday 6<sup>th</sup> August, 5pm.

If you have any queries about the process of the AGM, then please contact **Francesca Walker-Martin**, ASET Chair, [fdwalker@uclan.ac.uk](mailto:fdwalker@uclan.ac.uk),

## ASET e-Bulletin

### Student Wellbeing and Placements

ASET recognise the importance of student wellbeing throughout the placement journey from planning through to completion. Each Higher Education Provider (HEP) offers support and guidance for their students pre-, on- and post-placement with the level of support being tailored to individual needs. Although we cannot prescribe how each HEP delivers support, we offer advice, guidance and training for work based and placement learning practitioners through our workshops and good practice guides. Our guidance is based on good practice gathered from over 30 years' experience during which time we have learned from a broad range of HEPs covering England, Scotland, Ireland and Wales.

COVID-19 has brought many new challenges which have impacted the working lives of our work based and placement students. Our latest workshop **Student Wellbeing and Placements** (see below) focuses on good practice developed in these most challenging of times.

Also note our **Viewpoints** highlight many issues relating to wellbeing, such as resilience and our **Good Practice Guide for Work Based and Placement Learning** highlights key principles for maintaining a safe and supported work based and placement experience.

#### [Student Wellbeing and Placements](#) (SWP) **NEW**

Wednesday 7<sup>th</sup> July 09:30-13:30

£125 ASET Members

*The wellbeing of the workforce should be an essential thread running through organisations' HR strategies. With the wellbeing of our students rising in importance during the Covid-19 pandemic, organisations, including our own Higher Education institutions, have given focus/renewed focus to student wellbeing. The challenging set of circumstances created have included working remotely, needing to switch to a virtual placement, a changing job market, feelings of isolation and overall uncertainty about what the future of work might look like. In this workshop, our experienced facilitators will explore wellbeing in the context of work-based learning and placements. The challenges your students may be faced with, as well as approaches to how to tackle these issues, practically, will be delved into and delegates can expect to learn top tips and have practical ideas to take away with them to aid their student support mechanisms. Participative in style, delegates will be invited to take part in online discussions in the workshop. The sharing of experiences and insights will be encouraged amongst those taking part. The workshop content does not represent regulatory advice or guidance – the focus is on sharing ideas and responses, and signposting to further information.*

[BOOK ONLINE 2021](#)

## ASET e-Bulletin

### ASET Insights

Our final ASET Insight session until September considers skills development beyond placement:

#### Beyond Placements – skills development **NEW**

Tuesday 13<sup>th</sup> July 10:00-11:30

£50 ASET Members

[BOOK ONLINE 2021](#)

*In this ASET Insights event, Trustee Vianna Renaud will share useful examples on how to support students to map their skills – both their personal skills and the professional skills developed whilst on placement. Through assisting students to identify and articulate their experiences and desired future, attendees will learn techniques to help facilitate coaching / mentoring conversations, and help students to make the best use of their time on placement.*

**ASET Insights** offer 90-minute interactive insights into broader, complementary professional development themes, and are led by our experienced Trustees. Designed to provide short, impactful updates to your professional toolkit, **ASET Insights** themes are selected to enhance your confidence in practical skills that contribute to work success. You can book your place for these short CPD sessions through our usual online booking system.

### Bespoke Workshops

We are continuing to offer **Bespoke** sessions **online via Zoom**.

Bespoke training may be borne out of a need to skill or upskill your staff in a particular area relating to Work Based Learning, Placements and Employability. It might be that a successful recruitment drive has resulted in a number of new team members who need to be “on the same page”, or that you are advancing the strategic direction of Employability, Work Based Learning or Placements within your institution and need professional development in a key area for your teams. It may also be an ideal opportunity to bring your team back together after such a lengthy period of remote working. We can tailor courses to suit your needs; this might be through combining two workshops from ASET’s existing extensive workshop portfolio. [See full details](#).

#### Costs (Online)

##### **ASET member institutions**

Fees for online bespoke sessions are £100 per delegate (with a minimum fee of £1000 per session).

##### **Non-member institutions**

Fees for online bespoke sessions are £200 per delegate (with a minimum fee of £2000 per session).

If you would like to talk about ideas for a bespoke workshop to suit a specific requirement at your institution, contact Debbie at the ASET Office [aset@asetonline.org](mailto:aset@asetonline.org).

## ASET e-Bulletin

### 2021/22 ASET Event Vouchers



**ASET EVENT VOUCHER**  
**VALUE £125**

Issued to (Institution)	
(Name)	
(Email address)	
Voucher Number	2021-2022/001
Date of issue	
Expiry date	

This voucher is valid for:

- One place at an ASET Staff Development Workshop
- In part payment for a place at an ASET event

To redeem this voucher please complete details below, scan this voucher and forward to [bookings@asetonline.org](mailto:bookings@asetonline.org) along with a completed online booking for the chosen event.

ASET Event	
Date of event	
Delegate name	
Authorised by (Name)	
(Signature)	

**TERMS AND CONDITIONS**

- Each voucher can be used once only
- Vouchers can only be redeemed on receipt of online booking system, clearly stating the Voucher Number
- Vouchers to be completed, signed and emailed to [bookings@asetonline.org](mailto:bookings@asetonline.org)
- Vouchers are only valid in the academic year for which they are issued
- If vouchers are redeemed by a delegate other than the person the voucher was issued to, confirmation of the booking and redemption of voucher will also be sent to the original purchaser



**ASET EVENT VOUCHER**  
**VALUE £50**

Issued to (Institution)	
(Name)	
(Email address)	
Voucher Number	2021-2022/001
Date of issue	
Expiry date	

This voucher is valid for:

- One place at an ASET insight in the academic year 2021/2022, or
- In part payment for a place at an ASET event in the 2021/2021 academic year

To redeem this voucher please complete details below, scan this voucher and forward to [bookings@asetonline.org](mailto:bookings@asetonline.org) along with a completed online booking for the chosen event.

ASET Event	
Date of event	
Delegate name	
Authorised by (Name)	
(Signature)	

**TERMS AND CONDITIONS**

- Each voucher can be used once only
- Vouchers can only be redeemed on receipt of an online booking, made through the ASET online booking system, clearly stating the Voucher Number
- Vouchers to be completed, signed and emailed with a booking to [bookings@asetonline.org](mailto:bookings@asetonline.org)
- Vouchers are only valid in the academic year for which they are issued
- If vouchers are redeemed by a delegate other than the person the voucher was issued to, confirmation of the booking and redemption of voucher will also be sent to the original purchaser

ASET Event Vouchers for the 2021/22 academic year are now available.

2021-22 vouchers can be used in payment for Professional Development events including Staff Development Workshops, ASET Insights, or any other ASET event held within the 2021-22 academic year.

We hope that advance purchase of event vouchers will help support your planning and budgeting for the academic year ahead.

We have vouchers available in multiples of £50 and £125. To purchase your vouchers email your request, detailing number of vouchers and total spend required to:

[aset@asetonline.org](mailto:aset@asetonline.org)

Payment for vouchers can be made either by credit card, or by invoice (PO number required)

### QAA

In case you haven't yet seen it, the Quality Assurance Agency, QAA, have released the second edition of the [Higher Education Credit Framework for England](#). There are two complementary publications - [Advice on Academic Credit Arrangements](#) which contains the 2021 Credit Framework table, and [Making Use of Credit](#) offers advice for providers on how they can use credit in practical ways. This advice includes a short section on placements:

*A wide breadth of placements currently exists in higher education. For instance, for a professional qualification the placement is often integral to the course. Placements are often modules within degree courses and can lead to the award of credit, providing that the learner passes the required assessment and meets the approved learning outcomes. The discipline studied will determine the style and importance of the placement element, as well as its duration and use of credit. Placements which include study abroad may involve the import of credit into the awarding body's degree course or they might involve the import of both credit and marks. Where the*

## ASET e-Bulletin

*latter is the case, the degree-awarding body will develop a detailed marks conversion scheme in order to reliably translate the marks obtained at the other provider.*

- *What approach(es) does your provider take towards awarding credit for placements?*
- *Are there multiple approaches, at the discretion of local departments? Or is there a consistent, institution-wide strategy covering where credit should be awarded for placement learning?*
- *If you only import credits, not marks, for study abroad placements, what is the rationale for this?*

Does your institution have a policy/regulation statement on how they use credit for placements? Perhaps this is an opportunity to get involved with developing a framework at your institution?

### Coffee and Chat

It has been a pleasure to welcome so many new faces to our Coffee and Chat sessions this year, and we're keen to make sure the date for the next session is in the diary:

**Tuesday 21<sup>st</sup> September 10-11am**

We're aiming to provide this informal space for all those new to Work based and Placement Learning as an opportunity to start building their network of contacts within the ASET Community (coffee optional!). There's no need to book, just join via the Zoom link below on the day.



#### Save the Date

Tuesday 21st September  
Coffee and Chat

New to Work based Learning?  
Join us for an informal networking event

After a brief introduction from ASET, for the benefit of first time attendees, we'll open breakout rooms to give you the opportunity to meet others, expand your network and share your current challenges and successes.

Join Zoom Meeting for coffee and chat on all things Work based Learning:

<https://us02web.zoom.us/j/88018743473>

Meeting ID: 880 1874 3473

## ASET e-Bulletin

### CPD Corner

**Nicola Bullivant-Parrish, Learning and Development Advisor**



Does anyone feel like they've been working in a silo of late? A creative vacuum? Just too much time working from home and missing the experience of being in an office, on campus, and being with colleagues? At ASET, we certainly understand those feelings. Be reassured that being part of the ASET community can go a long way to help you address that. When I first attended an ASET event (circa 2003/4 – wow!), I felt like I had “found my people”. I was able to interact with members from a broad array of institutions. I felt connected. I was amongst like-minded people. It was an important moment for me as a recently appointed Placement Manager. I found members were generous, supportive, informative and just really nice! With our current events programme taking place online, ASET has never been more accessible. You can immerse yourself in ASET's CPD events from the comfort of your own home.

Attending and taking part in an online Staff Development Workshop or Insight can give you so much. You might takeaway:

- Learnings about other institutional viewpoints
- New connections and a greater sense of connection
- Fresh ideas and inspiration
- Opportunities to discuss your work
- Increased knowledge on current good practice
- Encouragement to try new approaches in your work setting
- Enhanced confidence
- Signposts to resources
- Smiles and positive vibes!

There's a link here to a beautifully illustrated video by Steven Johnson called Where Do Good Ideas Come From - <https://www.youtube.com/watch?v=NugRZGDbPFU> . It shows how ideas, innovation and creativity (he uses the term “hunches”) can mingle with other ideas in appropriate spaces and can be developed through connectivity. I hope you enjoy it.

*Nicola*



## ASET e-Bulletin

### ASET Resources

Don't forget we are here to support you. Make the most of your membership:

Join us on **LinkedIn** – The Placement and Employability Professionals Group 1200 + members and growing daily. Request to join here <https://www.linkedin.com/groups/1929302/>



Follow us **Twitter** @ASETOnline

Use your **ASET Good Practice Guides**

[ASET Good Practice Guide for Work based and Placement Learning in Higher Education](#) and [TOOLKIT ASET Good Practice Guide for Health and Safety for Student Placements](#)  
[ASET Good Practice Guide for Supporting Students with Disabilities on Placement](#) and [TOOLKIT ASET Good Practice Guide to Successful Work Based Learning for Apprenticeships in Higher Education](#)

**#ASETConnect** – [Day 1](#) and [Day 2](#) and [#ASETConnect Proceedings](#)

Know about the **ASET Viewpoints**

- 1 - [Paid and Unpaid Placements](#)
- 2 - [The Benefits of Placement](#)
- 3 - [HEA Recognition](#)
- 4 - [Alumni Mentoring](#)
- 5 - [The Consumer Rights Act and the Competition and Markets Authority](#)
- 6 - [Making Effective Placement Visits](#)
- 7 - [Insurance and visas for International Placements](#)
- 8 - [Student Engagement](#)
- 9 - [Student Resilience](#)
- 10 - [Degree Apprenticeships](#)
- 11 - [Troubleshooting for Placements – Everyday Troubleshooting](#)
- 12 - [Troubleshooting for Placements – Crisis Management](#)
- 13 - [The impact of budget cuts and steps to mitigate](#)
- 14 - [Making the most of technology to adapt to changes in work and placement opportunities](#)

### And Finally

The next ASET members' e-Bulletin will be issued in June.

Please forward your news/copy to [aset@asetonline.org](mailto:aset@asetonline.org) by Friday 18<sup>th</sup> June.

**Debbie Siva-Jothy**

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